Feather River Adult Education Consortium – Board Meeting MINUTES
Monday April 7, 2025 (1:00 p.m. – 2:00 p.m.)
THIS MEETING WILL BE HELD VIA ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE
https://us02web.zoom.us/j/89416234081
¤ Included in Board Packet
PLEASE NOTE: Agenda related documents distributed to the Feather River Adult Education Consortium (FRAEC) Board for the Board Meeting may be viewed in the Superintendent's Office at the Plumas County Office of Education. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the Acting Consortium Lead at Mitch.Rosin2@gmail.com at least three days before the meeting date.

Attendance (v = voting member)

Feather River College	☒ Derek Lerch (v)	☐ Kevin Trutna (v)	☐
PUSD/PCOE	☐ Andrea Ceresola (v)	☒ Steve Dutton (v)	☐
SJUSD/SCOE	☒ Wendy Jackson (v)	☐ James Berardi (v)	☐

Community Stakeholders

☐	☐	☐

Call to Order: 1:04

1. ¤Approval of Agenda

Agenda Item Number: 1			
Motion: Approval of Agenda			
Motion by: D. Lerch			
Second by: S. Dutton			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson			

2. ¤Approval of Minutes: March 3, 2024

Agenda Item Number: 2			
Motion: Approval of Minutes – March 3, 2024			
Motion by: D. Lerch			
Second by: S. Dutton			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson			

3. Public Comment – Public comment is allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin by stating your name.

4. Closed Session – None Requested

W. Jackson joined the meeting.

5. Discussion Items
    5.1   ELL Healthcare Pathway Grant – Update (W. Jackson)

- M. Rosin Documents were submitted per March 31 deadline. Waiting for Round 2 payment.

6. Action Items - NONE

    6.1   ²2025-2026 Preliminary CFAD Allocations

Agency	2024-2025 Allocation	Preliminary Cola %	Preliminary 2025-2026 COLA	Preliminary 2025-2026 Allocation
Feather River CCD	$263,259	2.43%	$6,397	$269,656
Plumas Co. Office of Education	$23,046	2.43%	$560	$23,606
Plumas Unified	$422,134	2.43%	$10,258	$432,392
Sierra Co. Office of Education	$301,332	2.43%	$7,322	$308,654
TOTALS	$1,009,771		$24,537	$1,034,308

2025-2026 Preliminary COLA	$24,537
Preliminary 2025-2026 CFAD	$1,034,308

Agenda Item Number: 6.1			
Motion: Approval of Preliminary CFAD Allocations for 2025-2026			
Motion by: W. Jackson			
Second by: S. Dutton			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

    6.2   FRAEC MOU for 2025-2026

Agenda Item Number: 6.2			
Motion: Approval of FRAEC MOU for 2025-2026			
Motion by: D. Lerch			
Second by: W. Jackson			
Discussion: Change signature page to Sierra County Office of Education, James Berardi, Superintendent			
Discussion: Andrea Ceresola's title to PUSD Director of Student Services and PCOE Superintendent			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

6.3   Proposal from Phoenix Design for 2025-2026: $12,600.00

Agenda Item Number: 6.3
Motion: Approval of Phoenix Design contract for 2025-2026
Motion by: D. Lerch
Second by: S. Dutton

Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

6.4   Proposal from P2C Solutions, LLC for 2025-2026: $57,600.00

Agenda Item Number: 6.4
Motion: Approval of P2C Solutions, LLC, contract for 2025-2026
Motion by: D. Lerch
Second by: W. Jackson

Discussion: W. Jackson asked about an increase to this contract of $1,200 ($100/month).

Discussion: Shift $400 from PUSD and $400 from SCOE to FRC to cover the cost via Allocation Amendment.

Motion: Table the P2C Solutions, LLC contract for 2025-2026 to allow for public comment.
Motion: S. Dutton
Second: D. Lerch

Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch	X		
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

7. Consortium Director's Report

7.1   CAEP Deadlines

January 2025
- Jan 31: Student Data due in TOPSPro (Q2) – COMPLETED
- Jan 31: Employment and Earnings Follow-up Survey – COMPLETED

February 2025
- Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025
- Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2) – COMPLETED
- Mar 31: End of Q3
- Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) – COMPLETED

April 2025
- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey

May 2025
- May 2: CFAD for 2025-26 due in NOVA

June 2025
- Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
- Jun 20: CAEP Three-Year Plan Due

- M. Rosin to send W. Jackson NoRTEC Report
  - Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3)
  - Jun 30: End of Q4

7.2   Conference Report-Outs
- COABE – Dallas, TX – March 29-April 2, 2025
  • S. Dutton attended. Positive networking with Alejandro Clark at Palo Verde River Consortium and Thoibi Rubilitis at Corona-Norco. Workshops were wonderful; attended corrections sessions; keeping parents connected via family literacy and social services; leveraging community partners, microlearning, HSE bootcamps, ATB. Attended ESL/IET for entrepreneurship.
- ACTE WBL – Seattle, WA – April 2-6, 2025

7.3   Plumas USD Program Update (S. Dutton)
- To date 22 graduates; ESL population dropping since January; Connections with FRC for counseling and warmer handoffs
- Raised question of the $40K allocation between PCOE and FRC from April 30, 2020, FRAEC Board meeting, Item 4.6. D. Lerch reported that NOVA is showing a carryover for FRC from 2018-2019 because allocation was greater than what was received (but adjusted in 2019-2020). Formerly running consortium on a reimbursement basis, subsequently corrected to be in alignment with AB104. FRC doesn't need the $40,387.00 so these funds can be reallocated from FRC to PCOE.
  • S. Dutton and D. Lerch to work with business offices to pinpoint actual funds received versus what NOVA shows.
  • D. Lerch to request an allocation amendment in NOVA to reflect the $40K was never held by FRC but remained with PCOE. Subsequently, funds would be disbursed to members based on regional need. S. Dutton to provide D. Lerch with check numbers/dates/amounts. FRC will then clarify discrepancy.

7.4   Sierra County Program Update (W. Jackson)
- Fire Marshal clearance received; CofO received. Graduated 137 total Loyalton EMT students, and 119 from Downieville with a 96% pass rate, over four years. One new student (ESL/GED) bringing the total to 3.
- ACTE conference in December; proposal submitted for GoTeach.

7.5   Feather River College Program Update (D. Lerch)
- Undocusholars presentation at FRC tomorrow:
  https://www.frc.edu/about/calendar/7570065/undocuscholars-llc-guest-speakers

7.6   ¤Marketing & Social Media Update: Phoenix Design
- Summer 2025 Postal Mailer
  • SCOE closed for July. S. Dutton suggested sending in August. W. Jackson to have new course offerings. PUSD will also have new courses. HOLD until Aug/Sept.

8. Announcements

    8.1   2024-2025 FRAEC Board Meetings (All meetings at 1:00 pm unless noted)

2024-2025 FRAEC Board Meeting Dates	
~~July 2024 – NO MEETING~~	~~**Tuesday, January 7, 2025 – IN PERSON @ Feather River Adult School – Three-Year Plan Planning**~~
~~Monday, August 5, 2024 @ 4pm – VIRTUAL – Annual Plan Vote~~	~~Monday, February 3, 2025 – VIRTUAL – CFAD Discussion & Three-Year Plan Planning – CANCELLED~~
~~Monday, September 9, 2024 – VIRTUAL~~	~~Monday, March 3, 2025 – CFAD Discussion & Three-Year Plan Planning~~
~~Monday, October 7, 2024 – VIRTUAL~~	Monday, April 7, 2025 – CFAD Vote
~~November 2024 – NO MEETING~~	Monday, May 5, 2025 – VIRTUAL & Three-Year Plan Vote
~~Monday, December 2, 2024 – VIRTUAL – Three-Year Plan Planning~~	Tuesday, June 11, 2025 – Annual Plan Retreat – TBD

    8.2   Upcoming Conferences and Professional Development Opportunities
- CCAE – Fresno, CA – May 1-4, 2025
- CASAS Summer Institute – Anaheim, CA – June 18-21, 2025

Adjournment: 1:40pm